

# Project Management



*making a positive difference to people and organisational performance*

**Duration:** 2 Days

**Overview:** This course focuses on the use of project management techniques as a generic management tool and is based on best practice Prince2™ methodology.

This course will provide you with the essential project tools and techniques to successfully deliver projects to specification, on time and within budget. Whether large or small projects, the techniques covered will save time and money, and ensure projects are well managed and controlled.

**Designed for:** Everyone who has responsibility for managing projects, large or small.

**Objectives:** By the end of this course you will be able to:

- Understand what is meant by a Project Life Cycle
- Carry out a Stakeholder Analysis
- Identify Project Resources and how to manage them
- Use key Planning Tools such as Work Breakdown Structures, Flowcharts, PERT/Critical Path Analysis, Gant Charts and Product Based Planning
- Identify and know how to manage risks associated with projects
- Produce a Business Case for a project and carry out a Cost-Benefit Analysis
- Understand the key roles within a project management team
- Identify Project Team Roles and the characteristics of the team's development
- Monitor, control and evaluate projects
- Identify what Project Support could be available to your management of projects

**Method:** This course will use a structured series of lively and interesting exercises and practical skills activities. You will have the opportunity to explore a range of techniques and actively test out newly learnt skills at the course.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content . . . . .

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